

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: COUNTY CLERK - MOTOR VEHICLES

DATE: FEBRUARY 28, 2013

COMMITTEE MEMBERS PRESENT:

SUPERVISORS MCDEVITT
STRAINER
LOEB
WOOD
VANSELOW

OTHERS PRESENT:

PAM VOGEL, COUNTY CLERK
JOAN SADY, CLERK OF THE BOARD
SUPERVISORS CONOVER
FRASIER
GIRARD
MASON
SOKOL
TAYLOR
DENISE DiRESTA, DIRECTOR OF VETERANS' SERVICES
CHRIS HUNSINGER, DIRECTOR OF EMPLOYMENT & TRAINING
ADMINISTRATION
JOHN STROUGH, COUNCILMAN, 3RD WARD, TOWN OF QUEENSBURY
CHARLENE DiRESTA, SR. LEGISLATIVE OFFICE SPECIALIST

Mr. McDevitt called the meeting of the County Clerk - Motor Vehicles Committee to order at 9:00 a.m.

Motion was made by Mrs. Wood, seconded by Mr. Strainer, and carried unanimously to approve the minutes from the previous Committee meeting, subject to correction by the Clerk of the Board.

Privilege of the floor was extended to Pam Vogel, County Clerk, who distributed copies of the agenda to the Committee members; *a copy of the agenda is on file with the minutes.*

Commencing the agenda review, Mrs. Vogel requested to amend the 2013 County budget to increase estimated revenues and appropriations in the amount of \$1,100 to reflect the receipt of a contribution from a municipality and revenue from the sale of lapel pins for the Bicentennial.

Motion was made by Mr. Vanselow, seconded by Mrs. Wood and carried unanimously to approve the request to amend the 2013 County budget as outlined above and to forward same to the Finance Committee. *A copy of the resolution request form is on file with the minutes.*

Mrs. Vogel requested authorization for Ann McCann, County Historian, to attend the Association of Public Historians of New York State Conference in Syracuse, New York on April 17-19, 2013 using a County fleet vehicle. She commented the room rate and meal costs were within GSA (General Services Administration) guidelines and the necessary funds were available within the budget.

Motion was made by Mr. Strainer, seconded by Mrs. Wood and carried unanimously to authorize attendance at the Conference as outlined above. *A copy of the Authorization to Attend Meeting or Convention form is on file with the minutes.*

Mrs. Vogel updated the Committee on the status of the EDMS (Electronic Document Management System) Request for Proposal (RFP) for the County Clerk's Office. She reported the bids had been opened on February 19, 2013 and six proposals had been received which were in the process of being reviewed. She added this was a complex bid and the Purchasing Department and County Attorney's Office were assisting with the review process. She mentioned she would request an agreement at a future meeting and noted it would take about six months to implement the new

system. She pointed out this bid was for a five year contract to manage all documents handled by the County Clerk's Office. Mr. McDevitt stated it was important to complete due diligence when selecting a vendor for such a large project.

Mr. Loeb inquired about the scope of work involved in the agreement and Mrs. Vogel replied it would include the software, hardware, cashing, indexing, search mechanism, internet access to records via website, report generation and tax calculations. She added all aspects of the agreement would be within New York State regulations and guidelines. She pointed out the software would enable a breakdown of how monies were distributed. Mr. Loeb asked if the County Clerk's Office currently had a comparable system in place and Mrs. Vogel replied affirmatively adding the contract was up for renewal. She gave a brief overview of the history of documentation in the County Clerk's Office and its progression from hard copy paperwork to electronic imaging.

Mr. Vanselow inquired if there would be software and hardware updates throughout the contract and Mrs. Vogel replied there would be software updates as necessary; however, she added, generally hardware was replaced every five years and would be serviceable for the life of the contract. Mr. Vanselow asked if there was an additional service contract and Mrs. Vogel replied in the negative and added the agreement would be all inclusive. A discussion ensued pertaining to the vendors that had responded to the RFP.

Mr. Loeb complimented the County Clerk's Office on the completion of the Commemorative Bicentennial Booklet and commented that it was well done and interesting to read. Mrs. Vogel reviewed some of the upcoming events hosted by various municipalities and thanked Mr. Loeb for his compliments.

Mr. McDevitt asked if the volume of pistol permit applications had increased due to the SAFE Act and Mrs. Vogel replied affirmatively. Mrs. Vogel reported 141 Pistol Permit applications were submitted in January and noted there had been 14 in one day. She stated the license holders in Warren County were aware of the New York SAFE Act. She said recent activity had been due to the Opt Out form which allowed license holders to request the confidentiality of their names and addresses in the event of a FOIL (Freedom of Information Law) report request. Mrs. Vogel reported the Opt Out form had become available on February 15th and a link had been added to the County website immediately to allow the public access to the form. She stated the Office had requested and received approval for a suggestion box and were allowing the license holders to enter their Opt Out forms into the suggestion box to maintain confidentiality. She reported 60 to 100 Opt Out forms were received per day.

Mr. Vanselow asked if the New York SAFE Act required a five year renewal of Pistol Permits and Mrs. Vogel replied the Act had added a re-certification requirement. Mr. Vanselow asked if this requirement would place a burden on the County Clerk's Office and Mrs. Vogel responded there was not much information available at this time; however, she added, the information that was available indicated that re-certifications would be completed by the State. A brief discussion ensued.

There being no further business to come before the County Clerk - Motor Vehicles Committee, on motion by Mrs. Wood and seconded by Mr. Loeb, Mr. McDevitt adjourned the meeting at 9:26 a.m.

Respectfully submitted,
Charlene DiResta, Sr. Legislative Office Specialist